



## Station on the Green Board Meeting

### MEETING MINUTES

September 20, 2019

10 Caroline Street, Creemore

9:00 a.m.

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**Members Present:** Linda Coulter (Chair), Jeremy Ray, Anthony Sist, Brian Bell (Treasurer), Deputy Mayor Barry Burton, and Per Hahne.

**Members Absent:** Tom Caswell, Sara Hershoff and Patti Cleary,

**Staff Present:** None.

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#### 1. Welcome

Chair, Linda Coulter called the meeting to order at 9:14 a.m.

#### 2. Approval of [Agenda](#)

**Resolution:**

Moved by Anthony Sist, seconded by Jeremy Ray, Be It Resolved that the Creemore Station on the Green Board hereby approve the Agenda dated September 20, 2019 as presented.

Motion Carried.

#### 3. Disclosure of Pecuniary Interest

No pecuniary interest was declared.

#### 4. Approval of [Minutes](#) – August 27, 2019

**Resolution:**

Moved by Deputy Mayor Barry Burton, seconded by Jeremy Ray, Be It Resolved that the Creemore Station on the Green Board hereby approve the Special Meeting Minutes dated August 27, 2019 as presented.

Motion Carried.

#### 5. Business Arising from the Minutes

##### 5.1 TD Lands Recommendation Communication

The Board discussed the responses provided back to the Board from the TD Lands Committee (attached). The Chair and Treasurer of the Board will attempt to meet with CAO Steve Sage to further discuss.

Chair, Linda Coulter attended a Horticultural Society Meeting and discussed the transplant of the current greenery during the building phase of the TD Lands project.

##### 5.2 Council Meeting Update

The Board has received funding from the Township to help cover the replacement costs of the HVAC system. A cheque of \$9,000 has been delivered to cover 40% as per the statement of sale (attached).

#### 6. Financial Report

Treasurer, Brian Bell provided the Board with an updated financial statement (attached). Closing balance for July is \$37,703.95.

The solar panels require repair on the recording equipment.

## **7. Building & Landscape Report**

### 7.1 Building & Landscape Update

The Board discussed winterizing the fountain after Thanksgiving weekend.

### 7.2 Outdoor Maintenance

The Board discussed repairing the outdoor lighting.

## **8. Current Business**

### 8.1 Accessibility Communication

The Board discussed the accessible parking availability (attached) and use of portable signs. The Board would like to check with the Township regarding the parking lot rental agreement.

## **9. Next Meeting** – Friday October 18, 2019 at 9:00 a.m. at Curling Club

## **10. Adjournment**

### **Resolution:**

Moved by Deputy Mayor Barry Burton, Be It Resolved that the meeting be adjourned at 10:27 a.m.

Date Minutes Approved: October 18, 2019.

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Linda Coulter, Chair

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Cayla Reimer, Committee Coordinator

Given that the Village on the Green Project could be an important asset for the village of Creemore, what are the ways that the Foundation and the Station can work together on this project going forward to the mutual benefit of both and how can this be formalized? We hope to be able to identify new rental income opportunities for SOTG, and when we beautify the front entrance of the Station it should make the SOTG more appealing to existing and new clients. Additionally, when we create new VG activities, some may jointly use the VG and SOTG facilities

Having your exposure and signage dramatically improved and activities at your front door, all of this at no cost to SOTG, how can you not possibly benefit.

How do you think that you can take advantage of this opportunity? This may be a good question for your Board.

The following items are compiled from the Station on the Green Board of Management's view of responsibilities for the Township municipal property and its viability;

#### Business Plan

- Is there a business plan for this proposal delineating the following;
  - Stakeholders – Who are they?
  - What will the role of the “Stakeholders” be and how will this be formalized?

Yes, there is a basic Business Plan that is now being refined and will be submitted to the Township CAO as part of the process to obtain Council approval. We have only included \$5000 of income from the rental of the VG. There will be no usage cost for the SOTG of the VG space but SOTG will be required to clean up the areas used, remove garbage from the event and will also be responsible for any damage caused by its renters.

The Stakeholder is The Creemore Community Foundation, Tony Arrell, Brent Preston and Stuart Lazier. The Foundation will appoint a 3-member Management Committee that will be responsible to supervise the Program Coordinator and maintenance role.

#### Programing

- What is the role of the “Program Manager” and what type of events will be held in the proposed space? The Program Coordinator role is to create activities for the Village Green by working together with all community organizations, as well as, developing specific new ideas just for the VG. All these activities will be focused on bringing together our community in the ‘Heart of the Village’ as well as supporting the businesses on Mill St. I believe that you have a copy of the job description for this role that Laurie sent you for feedback.
- Will there be any coordination between the activities of the “Program Manager” and the activities of the “Stakeholders”, and if so, how will that be facilitated? Absolutely, there will be coordination between all activities planned in the VG most particularly with the SOTG as well as all others.
- Where is the funding for these Village Green events to come from? Funding is coming from the Foundation, grants received and a nominal amount as discussed above from rental income.

- How can we ensure that these events do not conflict with events/renters' activities at the Station? Well, all activities will be on the new Parks and Rec booking system and our goal is to enhance the benefits to the whole community and in particular the SOTG. Obviously there needs to be a clear and open dialogue between STOG booking person and the new role. It will be the Foundation Management Committee that will ensure that this happens.
- Who is responsible for cleanup of the space after these events? The cleanup post events will be the responsibility of the Program Coordinator and the maintenance person. STOG will be responsible for their own cleanup from the Farmers Market as well as other events that they manage.

### Financial Impacts to Station

- Washroom Facilities
  - How many people attracted to events/activities? Not sure, at this time, it depends on the specific activities.
  - Will Station facilities be used? Yes, the STOG washrooms will be used, these are Township washrooms and will be used for Township events which will be happening in the VG.
  - Will upgrades need to be made to facilitate larger influx? No
  - Capital expenditures, custodial, and maintenance costs – how will these be addressed? STOG currently provides public washrooms to the whole community, this will remain a STOG responsibility and a public amenity.
  - Cost sharing should facilities such as the washrooms be utilized for outdoor events/activities. None, they are public washrooms and we are managing a public space.
- What is the budget for the proposed project, and what funds will be available going forward? We will be discussing this with the Township as discussed above.
- Will these funds be perpetual or/if not, at what point will these funds be stopped and who will take them up? (The station currently pays for many of its maintenance costs from its own budget and will require additional revenue if it is to assume further costs down the road) It is not expected that the STOG will need to concern themselves with additional maintenance costs for many years. The Foundation is assuming the responsibility for maintenance and capital costs of the VG. There may, however, be a small increase in utility costs for SOTG because the power and water used by the VG will be to the Township account at the STOG.
- What will the construction impacts be on the Station and its renters? We will need to hoard off the construction zone and will coordinate the required work adjacent to the SOTG with your appointed representative.
- What is the time period projected for construction of the proposed site? We believe that it will be 3-5 months commencing in April 2020.
- How much additional land beyond the bank building site may be needed to facilitate the demolition of the building? Will the station parking lot be required? None, removal of the building can be done once the Hort is relocated and the trees are protected. There should be no impact on the SOTG parking until the start of construction.

- Will the Foundation assume maintenance of the fountain and its operation as it will be a focal point within the Village Green? *As we have mentioned numerous times before, IF we choose, and are allowed to relocate the Fountain, then yes, otherwise no.*
- There will be some negative effects on the Station rental revenue during the construction phase. How will this be addressed? *Look to the future, this park will enhance your revenue for the next 30 years plus. There are no plans to address this loss, if there is any. Remember, we are all on the same team, Clearview Township.*

#### Other

- How many trees will be removed during construction and will these be replaced as some may be Memorial trees. *We are looking at this now, please send us the names of the persons memorialized plus the location of each tree and we will do what we can to save and relocate these, if required, being respectful to the family's needs. We need your help with this matter.*
- Will memorial benches be taken into consideration? *Absolutely, again please provide a list of names as we will need to plan new bench locations. We also need to understand the Township policy in terms of these kind of donations.*
- The irrigation/sprinkler system should become the responsibility of the Village Green. *VG will be responsible for our own system, SOTG will remain responsible for their sprinkler systems.*
- Patio Area at the front of the Station must continue to be space for SOTG to allow for outdoor reception prior to an event. *SOTG will absolutely have the right to use this space for their special events and rentals but this is not exclusive use spec for SOTG. We will coordinate the use of this space as discussed earlier with the Program Coordinator. Remember we are all on the same Clearview team providing services to the public.*
- What is the arrangement for the current handicap parking area? *We plan to rework two handicapped stalls in the parking lot at a convenient location and expect to add another Handicapped space on the street. We will work through these details as we move forward.*
- The Station must remain open and Continue to be available and accessible during construction. *We completely understand and this will be provided for in any construction contract for the VG.*

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## PROPOSAL

TO Station on The Green  
10 Caroline Street West  
Creemore, Ont.  
Att: Jeremy Ray

TELEPHONE: 416-560-6437

DATE: Sept. 11, 2019

JOB NAME / LOCATION:  
Station on The Green, Creemore, Ont.  
Packaged Heating and Cooling Unit Replacement

We hereby submit specifications for:

### SUPPLY AND INSTALL

Removal and Disposal of existing Packaged Heat Cool Units

#### OPTION #1

2- York ZE060H12B1A1AAA1A2, 5 ton, Gas fired Packaged Rooftop Heating –Cooling unit.

1- York PTRAPS

2- York 2EE04709324, Low Leak Economizer Packages.

2- York CD1024R Compressor Defenders.

2- York TH8321R1001 Honeywell Red Link, WIFI Compatible Heat Cool Thermostats.

Crane Costs are Included.

All High and Low Voltage Power Wiring.

All Duct Modifications to adapt new units to existing Duct work.

All Gas Piping Including Painting of Existing Gas Piping to meet Gas Code.

All Freight Charges are Included.

**Cost for above work is \$20,500.00 This equipment is in Stock in Oakville**

**Option #2** Substitute above Entry Level Unit to a York Mid Tier Unit

2- York ZYG06E1A1AA1A111A3, 5 Ton, Gas Fired Packaged Rooftop Heating-Cooling Mid Tier Units.

2- York 2EE04706724 Low Leak Economizer Packages.

2- York P-TRAPPRE.

Installation as Per Option #1

**Cost for Option #2 is \$22,500.00 This Unit is NOT in Stock. Please allow a 6-8 Week Build Time**

Start up and set up of units

All workmanship and Material to carry 2 full years warranty.

Equipment to carry Standard manufacturers warranty.

HST is Not Included.

**We Propose** hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

AS PER ABOVE PRICES

Payment to be made as follows: 40% Deposit to Order Equipment and Schedule Work. Balance in Full Upon Completion. Service charge of 3% per month (36% Per Annum) charged on all overdue invoices and holdbacks.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, windstorm and other necessary insurance. Our workers are fully covered by Workers' Compensation Insurance. All equipment and material to remain title to Nottawasaga Mechanical until paid for in full.

Authorized Signature: Joe Carr

Note: This proposal may be withdrawn by us if not accepted within 30 days.

### Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

**Creemore Station on the Green  
Profit & Loss  
July 2019**

	<u>Jul 19</u>		<u>Jul 18</u>
<b>Income</b>		<b>Income</b>	
CIPS		CIPS	
Credit Interest	?	Credit Interest	35.22
Total CIPS	Bank Statement not yet Received	Total CIPS	35.22
EPCOR Credit	671.29 Net \$740.18 to July (\$2,418.01 in 2018)	Colius Powerstream Credit	775.01
HST Payable (Liability)		HST Payable	
HST Payable - Rental Income	143.57	HST Payable - Colius Powerstre	100.75
HST Payable - EPCOR Income	87.27	HST Payable - Rental Income	0.00
Total HST Payable	230.84	Total HST Payable	100.75
Rental Income		Rental Income	
Program Receipts	1,104.88	Program Receipts	0.00
Total Rental Income	1,104.88	Total Rental Income	0.00
Total Income	2,007.01	Total Income	910.98
Less HST Payables Liability	230.84		
Total Income Less Liabilities	1,776.17		
<b>Expense</b>		<b>Expense</b>	
Bank Charge		Bank Charge	
TDMS	35.90	TDMS	35.90
Total Bank Charge	35.90	Total Bank Charge	35.90
Custodial		Custodial	
Barclay Wholesale	244.32	Bayside Sales & Service	
Creemore Home Hardware	0.00	Creemore Home Hardware	
Irene Davenport	740.00	Irene Davenport	700.00
Custodial - Other	0.00	Custodial - Other	
Total Custodial	984.32	Total Custodial	700.00
GST Recoverable	12.44	GST Recoverable	14.94
HST Recoverable	127.63	HST Recoverable	315.18
Loan Payment	296.59	Loan Payment	296.59
Maintenance		Maintenance	
Fountain & Statue	85.00	Fountain & Statue	
Home Hardware Account	6.09	Home Hardware Account	38.34
Sundry - Station	129.45	Sundry - Station	1,934.00
Maintenance - Other	0.00		
Total Maintenance	220.54	Total Maintenance	1,972.34
Program Expense		Program Expense	
Booking Fees	0.00	Booking Fees	404.56
Service Directory	60.00	Service Directory	60.00
Total Program Expense	60.00	Total Program Expense	464.56
Utilities		Utilities	
Clearview Water Bill	103.37 Paid Bi-Monthly	Clearview Water Bill	195.60
Enbridge Gas	90.83 Paid July 29	Colius Powerstream	298.76
EPCOR Electricity Distribution	248.77	Enbridge Gas	190.92
Rogers - Business Phone	16.99	Rogers - Business Phone	32.15
Rogers - Internet (WiFi)	124.99	Rogers - Internet (WiFi)	159.98
Total Utilities	584.95	Total Utilities	877.61
Total Expense	2,322.37	Total Expense	4,677.12
Net Income	-315.38	Net Income	-3,768.14
Plus HST Payables Liability	230.84		
Net Income Plus HST Liabilities	-546.20		

Opening Balance:	39,343.28	
Closing Balance (Unreconciled):	39,027.90	Does not include HST Liability

Lana Memorial	5,000.00
Book Sale Net Revenue	4,884.73

## Cayla Reimer

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**From:** Amanda Murray  
**Sent:** Tuesday, September 10, 2019 1:09 PM  
**To:** creemoremarket (creemoremarket@gmail.com); Laurie Severn; Linda Coulter  
**Cc:** Lily White; Cayla Reimer  
**Subject:** Creemore Events - Accessibility Complaint

Hello Helen, Linda and Laurie:

Last week, our Township received an accessibility complaint from a concerned citizen about the lack of accessible parking during specific Creemore events (Creemore road closures on Fridays and Creemore Farmers' Market at Station on the Green). I wanted to communicate with you the steps that we are taking in partnership with our accessibility chairwomen Deb Bronee and council rep, Councillor McKechnie plus the Tammy Gill, Human Resources Manager. Normally, we would encourage a much more open dialogue, but given the type of complaint, our Township has to respond and take action to ensure that we meet the AODA and Township accessibility standards.

### Creemore Farmers' Market

- 2 accessible parking signs and 1 yellow road barricade closure will be dropped off at the Station on the Green this week by our Parks Staff.
- The parking lot will need to be "officially" closed off using the parking barricade, to separate the Farmers' Market space and the visitor & vendor parking space.
- The two accessible parking signs will need to be put up and taken down any time the Farmers' Market is occurring and patrons are unable to use the existing accessible parking.
- These barricades and accessible parking will need to be stored at the Station on the Green and made available.

### Station on the Green

- The accessible parking signs will need to be readily available to any user group that is blocking off the Parking Spots located in the parking lot.
- If necessary, I can prepare a "How To Instructions" and meet with your board members to review the process.
- This will need to apply to both private rentals and public rentals, in order for us to be in compliance.

### Creemore BIA Road Closures

- Specifically, during Road Closures on Mill St., the accessible parking spot located in front of the Canada Post Office is blocked/not available.
- Accessible Parking Signage will be placed on Caroline West at Mill Street (in front of the Murals). This is within the an acceptable distance from the entrance of the Canada Post to the parking spot.
- Please ensure that your site maps clearly indicate this location and that you limit the type of programming on Caroline W & Mill St. If this section is required to be closed, then we can meet and identify solutions, which may include other locations or not permitting that section of road to be closed off.

Thank you for you attention to this matter. We are all striving towards an inclusive and welcoming community! If you have any questions, please let me know. I can also attend an upcoming meeting to review this matter with you further.

Kind regards,

**Amanda Murray, MHK**  
Community Culture & Tourism Coordinator  
Township of Clearview  
(705) 428-6230 ext. 249